

City of Dublin Community Banquet and Meeting Facility Use Policy

The City of Dublin currently operates six community facilities. These facilities are used for recreational programs and classes, and civic purposes. Many of the City's facilities are available for rental when not being used for City sponsored programs or services. City of Dublin banquet and meeting facilities include:

Dublin Civic Center Dublin Public Library

Dublin Senior Center Shannon Community Center Old St. Raymond's Church

The City of Dublin Facility Use Policy establishes rules, regulations, procedures and fees governing the use of the facilities.

CLASSIFICATION OF USERS

- **Group 1. Public Agencies:** Agencies serving the City of Dublin including Alameda County, Dublin-San Ramon Services District, Dublin Unified School District, etc.
- **Group 2. Dublin Chamber of Commerce, Dublin-based Charitable and Social Welfare Organizations, Homeowners Associations and Sports Leagues.** Organized non-profit groups with current 501(c)(3) or 501(c)(4) IRS status, whose membership is open to the public and whose primary purpose is to serve the Dublin community. The membership must be at least 51% Dublin residents. An organizational file must be completed on an annual basis to receive the priority and fees of this classification. Regional and National non-profit groups that do not meet the 51% resident membership requirement may submit a letter addressed to the Parks & Community Services Department that demonstrates the direct community benefit of the facility use. Such letters will require the approval of the City Manager or his/her designee.
- **Group 3. Individuals or Other Groups:** Individuals or Groups who do not meet the criteria listed above and/or social activities such as weddings, receptions, anniversaries, birthday parties, etc.
 - a) Resident (Individuals must reside or own property within Dublin City Limits; Groups must have membership made up of at least 51% Dublin residents)
 - b) Non-Resident
- **Group 4. Commercial Uses:** Companies or individuals whose events have an admission fee or include the sales of goods or services.
 - a) Resident (Company facility must be located within the Dublin City Limits and have current City of Dublin Business License. If there is no company facility, person responsible for event must reside or own property within the Dublin City Limits)
 - b) Non-Resident

SECURITY DEPOSIT

INITIAL:

The security deposit is due when the application is submitted. The amount of the deposit varies by facility. The security deposit is refundable provided there are no violations of the Facility Use Policy. This deposit may be used to cover charges for additional clean-up, exceeding the scheduled time, damage to the facility or equipment, or cancellations.

PAYMENT SCHEDULE

INITIAL:

- Final payment of rental fees must be made no later than 30 days prior to the scheduled rental date. Payments
 not received by this deadline may result in cancellation of the rental and forfeiture of the deposit.
- 2. Security deposits will be refunded within 30 days after the rental date providing there are no violations of the Facility Use Policy, the rental hours exceeded, excessive cleaning required, or damages to the facility.
- 3. Payments may be made by check, cash, Visa or MasterCard. Make checks payable to the City of Dublin.

INSURANCE REQUIREMENTS

INITIAL:

All applicants shall provide the City of Dublin with a valid Certificate of Liability written through carriers acceptable to the City of Dublin. Such Certificate shall provide Bodily Injury and Property Damage Liability protection in the amount of \$1,000,000 per occurrence. If alcohol is served or sold, liquor liability coverage is also required and must be stated on the Certificate. The applicant must be specified as the insured. The Certificate shall name the City of Dublin as an "Additional Insured" in conformance with the hold harmless agreement as outlined in the Facility Use Application and must specify that the applicant's insurance shall be primary to any insurance carried by the City. The Certificate shall be properly executed with the original signature of the authorizing insurance agent. Please contact your insurance provider to check if your homeowner's policy may be extended to cover your facility rental. In the event that coverage is not available, the City has special event insurance available for purchase. If the proper insurance certificate and endorsement are not received seven business days prior to the rental, then event insurance must be purchased from the City of Dublin's insurance provider.

CANCELLATIONS, CHANGES & REFUNDS

INITIAL:

- 1. Cancellation requests must be made in writing by the applicant. Based on the date the cancellation request is received, all or part of the security deposit and/or fees will be forfeited.
- 2. Refunds are not issued for unused hours.
- 3. Facility Use Permits may not be transferred, assigned or sublet.
- 4. Any changes in the facility setup less than seven (7) days prior to rental date will be assessed a \$25.00 fee per change.
- 5. Any changes in rental hours less than 30 days prior to rental date will be dependent on Staff availability.
- 6. Occasionally it may be necessary to reschedule, relocate or cancel a request previously approved. In this event, the group or individual will be given as much advance notice as possible.

EQUIPMENT STORAGE

Storage is unavailable before or after an event. City equipment, including tables and chairs, may not be removed from the facility for use outside. Delivery and pickup of rental equipment must be incorporated within the hours scheduled and paid for. Applicants are responsible for the setup and takedown of any rental equipment. Easels, televisions, VCR's, and extension cords are not available. Rental equipment not provided by the City must be included on the setup diagram described below.

FURNITURE/EQUIPMENT SETUP

A plan showing the table/seating locations, exit ways and aisles must be submitted for approval at the time of final payment. All exit doors must be operable and no part of any hallway, corridor, or exit may be used in a way that obstructs its use as an exit. The use of additional amplification equipment, bands, or DJs is prohibited when the facility is open to the public. Amplification equipment is prohibited in outdoor areas.

YOUTH EVENTS

Alcohol may not be sold or consumed at an event officially designated as a "youth event" (an event at which a majority of the attendees are under 21 years of age. Youth events must be supervised at all times by two adults for each 20 minors.

ALCOHOLIC BEVERAGES

- 1. Requests to sell alcohol must be submitted in writing to Dublin Polices Services, 100 Civic Plaza, Dublin, 94568.
- 2. If permission is granted, applicants must obtain the appropriate permit from the Alcoholic Beverage Control Board, 1515 Clay St, Suite 2208, Oakland, 94612, (510)622-4970. Evidence of approval is due at the time of final payment.
- 3. Alcohol must be consumed inside the facility or in the courtyard and plaza areas adjacent to the building. It is prohibited to consume alcohol in any other area of the site (City Ordinance Chapter 5.100, Section 150).
- 4. Alcohol may neither be sold nor served to or by individuals less than 21 years of age at any time.
- 5. Beer kegs are not permitted on carpeted areas. Kegs may also be setup outside in the courtyard and plaza areas adjacent to the building.

FUNDRAISING EVENTS

A fundraiser is a rental at which admission is granted upon payment of a designated amount, a donation of an amount left to the discretion of the patron, or a rental at which funds are collected through any type of auction, raffle/door prize activity, or other means designated to generate monies to offset costs or to benefit a community or charitable agency of cause. Tickets may not be sold at the door unless applicant has received prior approval.

DECORATIONS & SIGNS

- INITIAL:
- The use of tacks, tape, nails, staples or putty on any walls is prohibited. Small thumbtacks may be used on the
 "fabric walls" in the Civic Center, Library Community Room, and Shannon Community Center. It is prohibited to
 paste, tack, glue or post any sign, placard, advertisement or inscription or erect any sign at the site (per City
 Ordinance).
- 2. All decorative materials must be either made of non-combustible substances or treated with State Approved flame-retardant.
- 3. Rice, birdseed, confetti, and similar materials may not be thrown inside or outside the facility.
- 4. Any plants or shrubs brought into the building must be in waterproof containers.
- 5. The use of decals, powders, wax paint, etc. are prohibited on the floor areas of the facility.

CANDLES & OPEN FLAMES

INITIAL:

The use of open flame devices such as candles and cooking equipment in public assemblies can pose a fire hazard. The following guidelines serve to alleviate potential risks associated with the use of candles or open-flame cooking devices at City rental facilities.

The indoor use of candles (other than small candles in cakes) for decorative, ceremonious, or centerpiece purposes; and the outdoor use of charcoal burners, LPG (propane) and other open flame cooking devices require a separate Open Flame Permit from the Fire Prevention Bureau. Facility reservation Staff will provide the Open Flame Permit application. The indoor use of charcoal burners, LPG (propane) and other open flame cooking devices is prohibited. The use of fog machines is prohibited in all City facilities.

Open Flame Permits must be obtained at least 14 days before the event date.

CLEAN-UP REQUIREMENTS

The facility must be left in the same condition it was found prior to the rental. Cleanup will include all areas used for the event, including outer courtyards and parking lot. Cleanup requirements include removal of all decorations and rental equipment, wiping spills from the floor areas and bagging all garbage and debris. If a kitchen is included in the rental cleanup includes wiping all food spills on the countertops, stove top, inside the oven and microwave. All food, ice and beverage must be removed from the refrigerator/freezer and all dishes, glassware and utensils removed from the dishwasher. The disposal should be clean and free of all food debris. Garbage bags will be provided. The rental will be responsible for bagging all garbage.

GENERAL RENTAL INFORMATION

- 1. A responsible adult from the rental party must supervise the premises for proper use during rental hours.
- 2. SMOKING IS PROHIBITED within the interior of all City facilities <u>and</u> within 20 feet of every facility entrance (per City Ordinance).
- 3. Parking is permitted in painted parking stalls only. Vehicles parked illegally will be cited.
- 4. Applicant is fully responsible for scheduling and paying for hours to meet caterers' and other vendors' needs. Caterers and vendors may not request and/or pay for additional hours.
- 5. Containers of ice may be placed in the facility, providing that the floor is protected.
- 6. Exterior fountains are not included in the rental package. Guarantees cannot be made regarding the operation of the fountains during a specific event.
- 7. Requests for exception to the Facility Use Policy must be submitted in writing to the Parks and Community Services Director, or his/her designee, no later than one month prior to the requested rental date.
- 8. The City reserves the right to book additional events before or after an applicant's confirmed rental time.
- 9. An additional 50% will be charged for use of the facility on holidays or designated City holidays pending availability of Staff.
- 10. Events that exceed the scheduled hours will be charged twice the hourly rate for the extra time.

The City of Dublin reserves the right to deny the use of the Dublin Civic Center to any person or group if such use is deemed to be contrary to the best interest of the City, the facility, and/or Dublin residents. Applicants should thoroughly review the Facility Use Policy to become familiar with all rental fees, policies and procedures.



Dublin Library Community Room

200 Civic Plaza, Dublin, California 94568

Application Submittal: City of Dublin - Parks and Community Services Department 100 Civic Plaza, Dublin, CA 94568 (925) 556-4500

HOW TO MAKE A RESERVATION

The City requires the applicant, not another party, to complete all transactions and provide the insurance required for the rental. The applicant is responsible for the activity, payment of fees and provision of insurance.

- 1. Applications must be submitted in-person at the Parks and Community Services Department Office, Dublin Civic Center, 100 Civic Plaza, Dublin, CA 94568. Applications are NOT accepted via fax, phone or e-mail. Applications are accepted between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, City holidays excepted.
- 2. The Facility Use Application and a \$250 refundable security deposit must be submitted before the facility can be reserved. Approval takes 3-5 business days; notification of application status will be mailed.
- 3. The Facility Use Application and full payment are due at least 30 days before the rental date. If an Application is submitted less than 30 days before the rental date, a late charge of \$25 will be assessed. Rental requests submitted less than two weeks before the requested rental date will NOT be accepted.
- 4. In order to receive a resident rate, the applicant must live or own property within the Dublin City Limits. Identification confirming residence address will be required (valid California Driver's license or current utility bill).
- 5. Groups claiming Dublin residency must provide a current membership roster (51% of membership must own property or reside in Dublin). Facility Use Applications will not be accepted without these items.

SECURITY DEPOSIT

A \$250.00 Security Deposit is due when the application is submitted. The Security Deposit is refundable provided there are no violations of the Facility Use Policy. This deposit may be used to cover charges for additional clean-up, exceeding the scheduled time, damage to the facility or equipment, or cancellations.

CLASSIFICATION OF USERS (See attached Policy for Classification descriptions)

- **Groups 1.** Group 1A. Library and Group 1B. Public Agencies
- Group 2. Dublin Chamber of Commerce, Dublin-based Charitable and Social Welfare Organizations, Homeowners Associations and Sports Leagues
- **Group 3.** Individuals or Other Groups
- **Group 4.** Commercial Uses

PRIORITY OF USER GROUPS

Group 1A – Reservations accepted up to nine months in advance of the rental date.

Groups 1B and 2 – Reservations accepted three months in advance of the rental date for use during business hours (8 a.m. – 5 p.m., Monday – Friday); six months in advance of rental date for evening and weekend use.

Groups 3 and 4 – Reservations accepted two months in advance of rental date for use during weekdays; four months in advance of rental date for use during weekends.

CONTINUOUS USE

Applicants applying for more than one day of use on a single application are considered Continuous Users. The following reservation schedule applies to Continuous Use:

Groups 1B and 2: Reservations are accepted on a quarterly basis as follows:

- Summer (Jun-Aug) Accepted starting April 15.
- Fall (Sep-Dec) Accepted starting July 15.
- Winter (Jan-Mar) Accepted starting November 15.
- Spring (Apr-May) Accepted starting February 15.

Groups 3 and 4: Continuous use of the Dublin Public Library Community Room is not permitted for Group 3 and 4 users.

HOURS OF RENTAL USE

- 1. The Library Community Room is available for rental Sunday through Thursday from 8:00 a.m. to 10:00 p.m., and Friday and Saturday from 8:00 a.m. to 12:00 midnight. Minimum rental period is 2 hours.
- 2. The room must be vacated by the time specified on the Facility Use Application.
- 3. Hours of use must include the amount of time needed for the setup, function and cleanup, including any time needed by the caterer, band, florist, coordinator, etc.

ADOPTED JULY 21, 2009 Library Community Room

RENTAL FEES		
	Events that exceed the scheduled hours will be ch	narged twice the hourly rate for the extra time.
Groups 1 and 2	Public Agencies, Dublin Chamber of Commerce, Dublin-based Charitable and Social Welfare Organizations, Homeowners Associations, and Sports Leagues	No Fee. The Security Deposit is also waived for conducting a meeting of the organization, unless the podium audio/visual components and /or the piano will be used. Deposit payable at time of application.
	Use for the Purpose of Fundraising	\$68.00/hour
Group 3	Resident Individuals or Other Groups	\$90.00/hour
	Non-Resident Individuals or Groups	\$108.00/hour
Group 4	Dublin-based Business	\$120.00/hour
Group 4	Non Dublin-based Business	\$144.00/hour

CANCELLATIONS & REFUNDS

Cancellation requests must be made in writing by the applicant. Refunds will be handled as follows:

90 days or more	Between 90 - 31 days	30 Days or Less
Security deposit refunded less	Forfeit security deposit unless another user	Forfeit security deposit and
\$25 processing fee.	re-books the date. If the date is rebooked, the deposit will be refunded less a \$25 processing fee.	

COMMUNITY ROOM - DESCRIPTION and CAPACITY

The Community Room is a 1,830 square foot rectangular, carpeted room with a kitchenette and windows that look out to the Dublin Sports Grounds. The room is equipped with a built in PA system, VCR, video projection system with inputs for a laptop (applicants must provide their own laptop and VGA cable with male connectors on both ends), hearing impaired devices and a presentation screen that drops down from the ceiling. The kitchenette features a refrigerator, microwave, sink with disposal and countertops. Use of the Library Lobby is included with use of the Community Room for uses scheduled outside of the Library's regular business hours (check for current Library schedule). Every effort will be made to provide the number of tables and chairs indicated. Applicant is responsible for providing equipment needed in addition to the equipment available from the City. Tables and chairs provided by the City may not be removed from the facility. All capacities indicated conform to the City Fire Code Requirements. Applicants will not be permitted to exceed the Fire Code Capacity. Overcrowding is forbidden and will result in cancellation of the event and forfeiture of all fees paid.

Capacity: Assembly – 122; Dining – 80 (tables & chairs)

Available Equipment: Rectangular Tables (30" x72") – 40; Stacking Chairs (wood) – 122; One Podium (w/AV equipment)

ADOPTED JULY 21, 2009 Library Community Room



Dublin Library Community Room Rental Application 200 Civic Plaza, Dublin, CA 94568

Application Submittal: City of Dublin - Parks and Community Services Department 100 Civic Plaza, Dublin, CA 94568 (925) 556-4500 Rental #

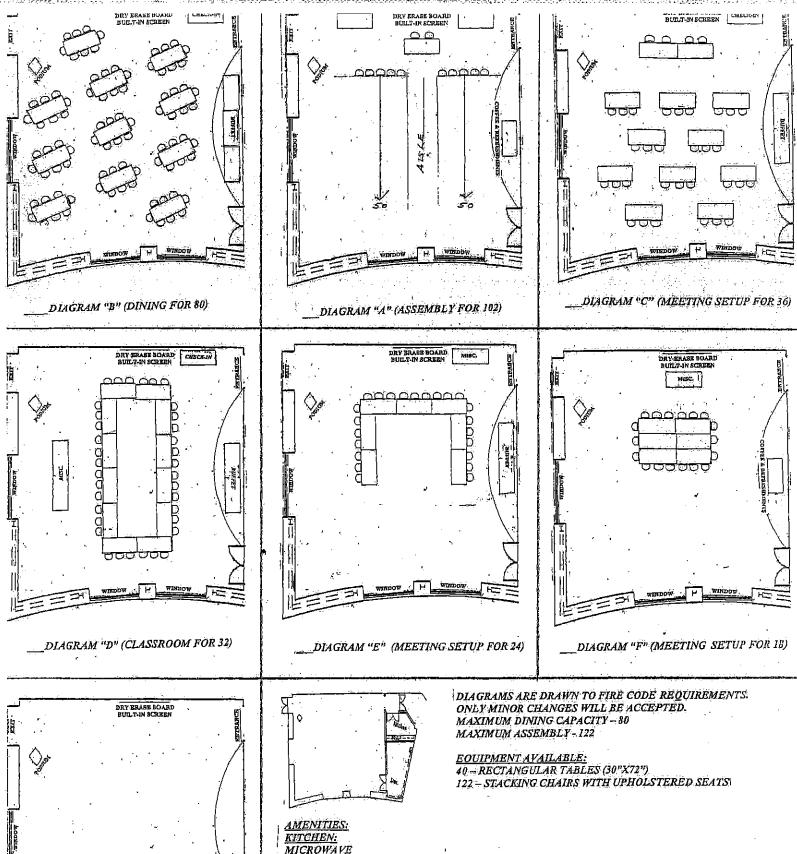
APPLICANT INFORMATION	
Last Name:	First Name:
Organization (if applicable):	
Address:	Zip Code:
Home Phone:	Daytime Phone:
E-Mail:	
Have you rented one of our facilities before? Yes	No (please circle)
CLASSIFICATION OF APPLICANT	
be 501c3 or 501c4) at the time of application.	☐ Group 4 – Resident Commercial Uses**
RENTAL / EVENT INFORMATION	
Date requested: Day of	f week: SUN MON TUE WED THU FRI SAT
Hours of use (Include set-up and clean-up time): From:	
Name of function:	
Total anticipated attendance: Chil	
	Fundraiser
Equipment: Podium The state of the state	
Will the function be catered? ☐Yes* ☐No	
Will admission fee be charged? ☐Yes* ☐No	
	, liquor liability is required.
Will alcohol be sold? □Yes* □No * If yes,	, liquor liability and a liquor license are required.
Will candles or open flame devices be used? □Yo	es* No * Open Flame Permit may be required.
Will the function be open to the public? ☐Yes	□No
ROOM SETUP DIAGRAM: A B C D	E F G (please circle)
	The state of the s
agrees to be responsible for the conduct of all persons for any accident or injury occurring to anyone during employees, shall not be responsible for any such injury negligence of the City of Dublin, its officers or employe	r any damage to the facility occurring during and by this use, and attending this function. Applicant further agrees to be responsible and by this use, and agree that the City of Dublin, its officers and y or loss, except as arises from the sole willful act, omission or sole es. The undersigned has received a copy of the Facility Use Policy d agrees to comply with the rules and regulations listed therein.
Signature of Applicant	Organization (if applicable) Date

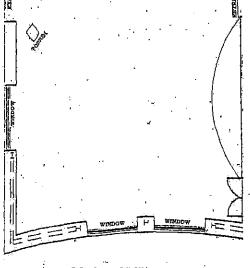
ADOPTED JULY 21, 2009 Library Community Room

RESERVATION STATUS - FOR OFFICE USE ONLY

EAGU :== (: : :	F.						
FACILITY US		DENIED		Parks ar	nd Community Services Staff	Date	-
ALCOHOL (PTION: DENIED		N/A	Parks and Community Servic	es Staff	Date
J APPLICATION	ON RECEIV	/ED					
SECURITY I	DEPOSIT	DATE:_			PAYMENT TYPE:	RECEIPT #	
J APPROVAL	LETTER						
SETUP DIA	GRAM						
INSURANC	E CERTIFIC	CATE RECEIVE	D				
CITY ISSUE	D INSURA	NCE CERTIFIC	ATE	HAZARD_	LIQUOR	DATE COMPLE	TED
CLEANUP S	SLIP & RUI	LES AND REGI	JLATI	ONS			
J LIQUOR LIC	CENSE REC	QUIRED		RECEIVED			
J FIRE PERM	IT REQUIF	RED		RECEIVED			
J FINAL PAY	MENT	DATE:_			RECEIPT #		
J CONFIRMA	TION LET	TER					
REFUND IS	SUED	DATE:					
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ental Fee	\$		[# H	lours] x [Fee]		
nsurance Fee	\$		[Ho	meowner's	or- City Insurance]		
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otal Fees	\$		_				

ADOPTED JULY 21, 2009 Library Community Room





__DIAGRAM "G"*
*Will require review and approval.

AMENITIES:

KITCHEN:
MICROWAVE
REFRIGERATOR
SINK WITH DISPOSAL
2 – 12 CUP COFFEEMAKERS
1 – 55 CUP COFFEEMAKER
NOTE: USER MUST PROVIDE ALL COFFEE SUPPLIES.

LARGE BUILT-IN DRY ERASE BOARD (User to bring pens)
BUILT-IN SCREEN
STANDUP PODIUM (Has Power Point capabilities — user to provide own lap top)
BUILT-IN PROJECTOR
ADJUSTABLE LIGHTING
WIRELESS LAPEL AND HAND-HELD MICROPHONE
HEARING IMPAIRED SYSTEM (8 Units)
ROOM DARKENING WINDOW SCREENS
TV-VCR